

PREFACE

Reference to this manual shall be by its title, **Naval Military Personnel Manual**, or by its short title, **MILPERSMAN**.

References to articles in this manual shall be by use of their seven-digit identification number, consisting of the Standard Subject Identification Code (SSIC) and a three-digit extension number, e.g., Article **5712-010**. The article number should be spoken as though it is two separate groups of numbers, broken at the dash. The article numbering system permits complete identification. The first four digits identify the SSIC and the last three digits identify the article placement within the section. Major subject groups and sections are not titled except in the Table of Contents. Numbers within sections are not necessarily assigned consecutively. Conversion to the new SSIC numbering system was completed in 1999. A conversion chart for old and new numbers is located at the beginning of the manual. If an article is deleted, the article number will not be used again.

A combined reference to this manual and an article herein shall be by one of the following examples:

Naval Military Personnel Manual, Article 5712-010
MILPERSMAN 5712-010
Article 5712-010 of the Naval Military Personnel Manual

Users of this manual are cautioned that proper use of the Navy Directives System is expected and essential. Information not found in this manual may be found in regulatory manuals, regulations, directives, instructions, notices, etc.

Forms and instructions listings are provided at the beginning of the manual that indicate the latest revision date for forms and instructions referenced throughout the manual.

Editorial policies used for this manual and procedures for submitting changes to it are contained in **Article 5215-010** herein.

Changes to this manual will be distributed on the BUPERS Publications/Directives CD-ROM that is scheduled for distribution during the first month of each quarter.